

Report

Deadline Date

Section Responsible

MWA SHEM Telecon

Recurring Monthly

Safety and Health

Location SHEM Committee Meeting

Recurring Monthly

Safety and Health

Year-End Estimate - TBD Annually

approximately September 29

Budget and Fiscal

EMS Self-Declaration and OMB Scorecard

October 1

Safety and Health

SHEM Committee Roster

October 1

Safety and Health

Second Quarter Contracts for Advisory and Assistance Services

October 10

Contracting

Energy Report

October 13

Engineering

Quarterly Outreach, Diversity and Equal Opportunity Report (7/1-9/30)

October 15

ODEO

CAM Report

approximately October 31

Budget and Fiscal

Chemical Fume Hood/ Biosafety Cabinet Inspection-Certification

October 31

Safety and Health

SHEM Training Report

November 1

Safety and Health

Institutional Animal Care & Use Committee Annual Report

November 15

Safety and Health

Update Industrial Hygiene Exposure Surveys

November 30

Safety and Health

Process the Industrial Hygiene Exposure Surveys

MWA Deadlines at a Glance

Last Updated Tuesday, 27 September 2011 15:58

December 30

Safety and Health

Design & Construct (Current FY) Cut Off Date, \$100,000 and Over

January 1

Contracting

RCRA Biennial Inventory Of Federal Hazardous Waste (RCRA Section 3016 Inventory)

January 1

Safety and Health

Third Quarter Contracts for Advisory and Assistance Services

January 9

Contracting

MWA Deadlines at a Glance

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Quarterly Outreach, Diversity and Equal Opportunity Report (10/01-12/31)

January 14

ODEO

EMS Audit, Aspects Identification and Annual Training

January 31

Safety and Health

Summarize and Post Annual OSHA 300 Log

February 1

Safety and Health

Chemical Inventories

February 25

Safety and Health

Design & Construct (Current FY) Cut Off Date, \$25,000 - 150,000

March 1

Contracting

Hazardous Waste Biennial Report

March 1

Safety and Health

EPCRA Section 312 Annual Hazardous Chemical Inventory Report

March 1

Safety and Health

MWA Deadlines at a Glance

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HWC Funds Report

April 1

Safety and Health

Preparation of SHEM Goals

April 30

Safety and Health

Salary Lapse #1

approximately First Friday in April

Budget and Fiscal

Quarterly Outreach, Diversity and Equal Opportunity Report (1/1-3/31)

April 13

MWA Deadlines at a Glance

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ODEO

MWA Support Awards for Excellence

April 15

Safety and Health

Annual SHEM Compliance Inspection Reports

May 1

Safety and Health

Design & Construct (Current FY) Cut Off Date, \$2,501 - 25,000

May 1

Contracting

NPI Update

May 15

Safety and Health

Design & Construct (Current FY) Cut Off Date, Construction with completed Design

June 1

Contracting

Supply, Service, & Equipment (Includes IT) Cut Off Date, \$150,001 & over (Non-Commercial Item

June 1

Contracting

Salary Lapse #2

approximately First Friday in June

Budget and Fiscal

Supply, Service, & Equipment (Includes IT) Cut Off Date, \$150,001 & over (Commercial Item

June 15 (if not in forecast

Contracting

EPCRA Section 313 Threshold Determination for Toxic Chemical Release Report

July 1

Safety and Health

Supply, Service, & Equipment (Includes IT) Cut Off Date, \$150,001 & over (Commercial Item

July 1 (if in forecast

Contracting

Quarterly Outreach, Diversity and Equal Opportunity Report (4/1-6/30)

MWA Deadlines at a Glance

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July 13

ODEO

First Quarter Contracts for Advisory and Assistance Services

July 10

Contracting

Supply, Service, & Equipment (Includes IT) Cut Off Date, \$25,001 - 150,000

July 15

Contracting

Design & Construct (Current FY) Cut Off Date, A/E Design Only

August 1

Contracting

MWA Deadlines at a Glance

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Supply, Service, & Equipment (Includes IT) Cut Off Date, \$2,500 & under

August 1

Contracting

Supply, Service, & Equipment (Includes IT) Cut Off Date, \$2,501 - 25,000

August 1

Contracting

Salary Lapse #3

approximately First Friday, August

Budget and Fiscal

Special or Additional Tasks for Major Facilities Support Services Contracts Cut Off Date, Under \$25,000

August 15

Contracting

ARMPS - TBD annually based on Guidelines

approximately August 18

Budget and Fiscal

Accidents - crashes, fires, spills, etc.

At time of incident

Safety and Health

Emergency Notification & Planning

Within 60 days EHS and/or Emergency Plan Change

Safety and Health

Emergency Release Notification

As soon as practicable after release

Safety and Health

MSDSs or List of MSDSs

Within 90 days of updates

Safety and Health

Underground Storage Tanks (USTs) Inventory

When USTs are removed, replaced, upgraded or installed

Safety and Health

¹ Commercial Item is an item available in the commercial market place that is used for other than Government purposes. An item or service that is "off the shelf".

² Non-Commercial Item is an item that would only be used by the Government. Not available to the general public.

³ For more information on MWA, please visit the MWA website at www.mwa.gov.

